

Come work at CDSS where . . .

People come First!

Would you like to be part of an innovative driven team?
Do you want a profession that is meaningful and impacts
the lives of people?

You can.

**At the California Department of Social Services,
Estimates and Research Services Branch,
Fiscal Policy Bureau**

Staff Services Analyst



EMPLOYMENT OPPORTUNITY

Do You Want a Job Where.... IT'S ALL ABOUT YOU?

Do you wake up in the morning and look forward to going to work? Do you feel valued? Do you tell your family and friends about a funny story or a good laugh you had at work? Do you want to raise your profile for future career advances? You can do all these things in the Fiscal Policy Bureau.

We are looking for a Staff Services Analyst (SSA) who will be responsible for researching and developing fiscal policies that support budget development and program design for the Department.

The SSA is responsible for analyzing both programmatic and fiscal changes to federal and state law, regulations, and policies to determine the impact to current fiscal policies and procedures for county social services programs. The SSA must be able to articulate clearly and concisely the impacts of the changes in briefings to CDSS Management and Executive Staff. The SSA must be able to develop implementation instructions to counties in County Fiscal Letters, as well as related Time Study and Claiming instructions for eligible administrative costs.

The SSA is responsible for responding to fiscal questions from counties, CDSS staff, other state agencies, and federal staff for all social service programs administered by CDSS. This may necessitate researching policy issues, matters and concerns at the national, state and local levels for precedents that are material to California. It also requires a basic understanding of the federal cost principles used to determine allowable costs for federal grants.

Please see next page for additional information.....

Final File Date: June 14, 2010

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Stacy Hamilton
(916) 657-1668



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The SSA is responsible for developing basic spreadsheets and charts/graphs to perform fiscal analyses on county claim and cost allocation data for the purposes of evaluating effective program operation and making recommendations on changes in fiscal policy.

County Welfare Departments claim approximately \$5 Billion for federal reimbursement from a variety of fund sources, primarily TANF and Title IV-E. The SSA is responsible for working with department staff on audit findings, deferrals, and disallowances that are related to fiscal policies. The SSA will assist with briefing Branch Management and Executive Staff by presenting recommendations on how to minimize financial exposure to both the Department's State General Fund and County budgets.

The Fiscal Policy Bureau is seeking a SSA who:

- Demands Excellence
- Takes Initiative
- Accepts Responsibility
- Wants to be Challenged
- Works with Minimal Direction and Pitches in to Help
- Sees the Big Picture and Pays Attention to Detail
- Develops and fosters good working relationships
- Flexes and Bends to Juggle Changing Priorities
- Knows how to balance the J-O-B with F-U-N

If you are a candidate that possesses these qualities and would like to support the social services programs in California, we invite you to submit your application.

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